



ALASKA WIC VENDOR TRAINING NEWSLETTER

State of Alaska, Department of Health and Social Services
Office of Children's Services
Family Nutrition Services / WIC Program
Internet: <http://www.hss.state.ak.us/ocs/nutri/WIC>

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Please post this where it will
be seen and read by employees.
This newsletter serves as
required vendor training.

WIC Warrant Inspection & Monetary Claims

The State WIC Office performs a random inspection of redeemed warrants each month. The purpose of the inspection is to monitor compliance with WIC warrant redemption procedures.

Currently, the State agency makes monetary claims against a certain vendor for vendor violations. The state agency will provide the vendor with an opportunity to justify or correct a vendor overcharge or some other types of errors. Monetary claims must be paid by the vendor within thirty (30) days of notification.

WIC warrant redemption errors that may result in monetary claims may include, but are not limited to:

- ◆ Charging a WIC customer more than the current shelf price for an item, charging for a WIC item not received by the customer, or charging prices that exceed the price limitation for the vendor's peer group.
- ◆ Redeeming a warrant outside the 30-day period during which it is valid.
- ◆ Incorrect or missing signature of the WIC participant or alternate.
- ◆ Dollar amount is changed or altered on a warrant without being initialed by participant and cashier; and/or if a mistake is made when writing the amount, the proper procedures weren't used (refer to August 2005 Vendor Newsletter or Vendor Manual).
- ◆ Missing, illegible or incorrectly placed Vendor Number stamp, or use of the wrong stamp.

The State is considering having a banking contractor provide WIC warrant processing services. This change would likely mean vendors would not be paid for any warrants that have the types of errors listed above.

WIC Vendor Teleconference Training #2

The next interactive training session for 2006 will be held April 11th and 12th, 9am - 10am. It is the second of four sessions that will be offered this year and will cover WIC Warrant Redemption and Claims Procedures.

These are not mandatory trainings, but all vendor staff is encouraged to participate.

Dates and topics for future trainings will be announced in future newsletters.

Registration is required. A registration form with details was mailed with this newsletter. All vendor staff is encouraged to participate. Please call 465-3100 for additional information or to receive another registration form.

Upcoming Events and Deadlines

- **March 17, 2006 - Vendor Advisory Teleconference**
- **March 31, 2006 - Price Sheets Due - NO Exceptions!!! (most current form attached)**
- **April 11 & 12, 2006, 9:00 am - 10:00 am**
Vendor Teleconference Training # 2
(Registration Required)
- **June 2006 - Next Newsletter**
- **September 30, 2006 - Current Vendor Agreements Expire**



WIC Infant Formula Changes

Beginning in April 2006, vendors may see some new infant formulas showing up on WIC checks. Mead Johnson is discontinuing production of Prosobee infant formulas without Lipil and will no longer ship them after July 1, 2006. Those formulas are being replaced with Prosobee Lipil formulas. Mead Johnson also plans to eventually discontinue production of the regular Enfamil with iron formulas.

The Alaska WIC program has decided to change its infant formula food packages to allow both Enfamil Lipil with iron and Prosobee Lipil with iron. By changing both formulas at the same time, we hope to make the transition go more smoothly for participants and vendors.

During a transition period running from April through September 2006, both the old formulas and the new Lipil formulas may appear on WIC checks. **WIC participants will still be required to buy the specific type of formula printed on their check(s).** It will be important for local WIC agencies to communicate with local vendors about the quantity and types of infant formula in stock to ensure that checks are issued to participants appropriately.

The contract infant formulas affected by this change are:

Formulas currently allowed

Enfamil w/iron, concentrate, 13 fl oz
Enfamil w/iron, powder, 14.3 oz
Enfamil w/iron, RTU, 32 fl oz
Prosobee, concentrate, 13 fl oz
Prosobee, powder, 14.3 oz

New Formulas allowed starting 4/1/06

Enfamil Lipil w/iron, concentrate, 13 fl oz
Enfamil Lipil w/iron, powder, 12.9 oz
Enfamil Lipil w/iron, RTU, 32 fl oz
Prosobee Lipil, concentrate, 13 fl oz
Prosobee Lipil, powder, 12.9 oz

This notice is being provided to alert vendors to prepare for increasing demand for the new formulas listed above beginning in April 2006. Additional information about the infant formula transition will be provided during March 2006. Questions may be directed to vendor staff at (907) 465-3100.



Quick Review

WIC Warrant Redemption Reminders

- ✓ Check participant's ID
- ✓ Check dates printed on the warrant
- ✓ Do not accept a warrant before the first date or after the last date printed on the warrant
- ✓ Compare the amounts and types of foods selected by the participant with the items printed on the warrant
- ✓ Process each warrant separately
- ✓ Write the total amount of sale for the items purchased on the warrant
- ✓ Have the participant sign and date the warrant
- ✓ Compare the signature with the participant's ID
- ✓ Write "WIC" on the cash register receipt (unless automatically printed)
- ✓ Stamp your vendor number on the warrant in the box below the amount of sale before depositing the warrant

Current Vendor Contracts Expire Oct. 1, 2006

All vendors with current contracts will need to apply for re-authorization and meet all current criteria. There will be some changes to vendor selection and re-authorization criteria. In addition, at least one vendor representative must have participated in mandatory interactive training within the three years prior to re-authorization.

Vendors will be sent applications and instructions for re-authorization this summer.

Personnel Update

Nicole Adair, has been promoted to the Administrative Clerk III position. We look forward to having her as part of the Vendor Management Team.



Vendor Staff Contact Information

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